Quick-Start Guide
Social Work DRF Program for Students (Authors) – Field Experience Year 1
Table of Contents

- Accessing Your DRF Program.................................................................Page 3
- Navigating Your DRF Program(s)- Learning Plan......................................Page 4
- Navigating Your DRF Program(s)- Orientation (general, safety, and confidentiality) - Faculty Liaison/Student.................................................................Page 6
- Navigating Your DRF Program(s)- Journals One, Two, Three, Four and Five.....Page 7
- Navigating Your DRF Program(s)- Foundational MidTerm................................Pages 9
- Navigating Your DRF Program(s)- Midterm Signatures..............................Page 11
- Navigating Your DRF Program(s)- Foundational Final..............................Page 12
- Navigating Your DRF Program(s)- Final Signatures.................................Page 14
- Survey Information................................................................................Page 15
Accessing Your DRF Program(s)

1. To begin, go to www.Taskstream.com and log into Taskstream using your assigned username and password.

2. To access your Social Work Directed Response Folio (DRF), click the name of the DRF program from the home page.

3. You will see the structure of your Directed Response Folio (DRF), for your Field Experience, in the left frame.
Navigating Your DRF Program(s)- Learning Plan

1. The first requirement that needs to be completed is the Learning Plan. Upon submitting the Learning Plan form, your Field Instructor will review it; your Faculty Liaison will then evaluate you in the “Learning Plan evaluation” section, which does NOT require a separate submission on your part.

To complete the form for the appropriate Learning Plan requirement, select the Learning Plan link on the left-hand structure tree.

2. Next, on the right-hand frame, you will have the ability to review a possible set of instructions and/or the evaluation method. (Note: If the evaluation method is a rubric or a form, you will need to click the View Rubric or View Form link to see it in its entirety.)

3. To complete the required form for the Learning Plan requirement, click the Form button that appears at the bottom of the right-hand frame.

As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go. There is a spell check option at the bottom.

Once you have completed the form, click Save and Return.
4. When you have saved your Learning Plan, you will request informal feedback from your Field Instructor by clicking the **Request Comments** button.

After selecting Request Comments option, a pop-up window will appear, in which you can confirm the requirement on which to obtain feedback and select your Field Instructor **AND** Faculty Liaison. You will even have the opportunity to add a comment of your own, so as to begin a discussion with your Field Instructor **AND** Faculty Liaison.

When you are ready to submit your work for a formal evaluation, be sure to remember to click the **Submit Work** button that appears in the Work tab. These requirements will be evaluated by your Faculty Liaison.

**Please do not submit this document to your Faculty Liaison until he/she has told you to do so. We are trying to keep this open for you to make additional changes throughout the semester and allow this to be a living document.**
Navigating Your DRF Program(s)- Orientation (general, safety, and confidentiality) - Faculty Liaison/Student

1. When you are ready to begin completing your Orientation (general, safety, and confidentiality) - Faculty Liaison/Student requirement, click the appropriate link on the left-hand side.

2. Next, on the right-hand frame, you can locate the form that you will need to complete and submit via Taskstream for that requirement. To complete the required form, click the Form button that appears at the bottom of the right-hand frame.

3. Once you have completed the form, click Save and Return. When you are ready to submit the form for a formal evaluation, be sure to remember to click the Submit Work button that appears in the Work tab. This requirement will be evaluated by your Field Instructor.
Navigating Your DRF Program(s)- Journals One, Two, Three, Four and Five

1. The Journal requirements will be completed in a Taskstream form. To complete the form for any of the Journals, select the appropriate Journal instance on the left-hand structure tree.

2. Click the Form button that appears at the bottom of the right-hand frame.

3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.

When you have completed the form, click Save and Return. You will request informal feedback from your Field Instructor by clicking the Request Comments button.

After selecting Request Comments option, a pop-up window will appear, in which you can confirm the requirement on which to obtain feedback and select your Field Instructor. You will even have the opportunity to add a comment of your own, so as to begin a discussion with your Field Instructor.
When you are ready to submit your work for a formal evaluation, be sure to remember to click the **Submit Work** button that appears in the Work tab. These requirements will be evaluated by your Faculty Liaison.
Navigating Your DRF Program(s) - Foundational MidTerm

1. The Foundational MidTerm requirement will be completed in a Taskstream form. To complete the Foundational MidTerm form, select the 'Foundational MidTerm – Student & FI' link on the left-hand structure tree.

2. Click the Form button that appears at the bottom of the right-hand frame.

3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.

When you have completed the form, click Save and Return. This form will be submitted directly to your Field Instructor. As such, be sure to click the Submit Work button to successfully submit the form to your Field Instructor.

Your Field Instructor will then log into Taskstream and select the Evaluator tab on the home page and choose the appropriate program Foundational or Advanced.
Field Instructor will Click the Continue button at the bottom of the resulting screen.

Field Instructor will Locate the Foundational or Advanced Midterm/Final – Student & FI requirement in the evaluation grid that appears. Click the Evaluate button that corresponds with the requirement.

Field Instructor will click the green Evaluate/Score Work button and see a split screen. On the left-hand side, the FI you will see the form that the student completed and submitted to FI for evaluation. On the right, you will see the evaluation form that the FI will need to complete.

4. Once your Field Instructor has completed and released this evaluation to you, you may review his/her ratings and comments by visiting the Scores/results tab within your DRF program.
Navigating Your DRF Program(s)- Midterm Signatures

After reviewing the ratings and/or comments that your Field Instructor has provided you, you will return to the Work tab and complete the signature page which exists in the ‘Foundational Midterm Sig Pg – Stud & FL’ requirement. This page is intended to serve as the student acknowledgement that the evaluation has been reviewed and offers the student the opportunity to respond to the evaluation.

When you have completed the form, click Save and Return. This form will be submitted directly to your Faculty Liaison. As such, be sure to click the Submit Work button to successfully submit the form to your Faculty Liaison.
Navigating Your DRF Program(s)- Foundational Final

1. The Foundational Final requirement will be completed in a Taskstream form. To complete the Foundational Final form, select the ‘Foundational Final-FI and Student’ link on the left-hand structure tree.

2. Click the Form button that appears at the bottom of the right-hand frame.

3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.

When you have completed the form, click Save and Return. This form will be submitted directly to your Field Instructor. As such, be sure to click the Submit Work button to successfully submit the form to your Field Instructor.

Your Field Instructor will then log into Taskstream and select the Evaluator tab on the home page and choose the appropriate program Foundational or Advanced.
Field Instructor will Click the Continue button at the bottom of the resulting screen.

Field Instructor will Locate the Foundational or Midterm/Final – Student & FI requirement in the evaluation grid that appears. Click the Evaluate button that corresponds with the requirement.

Field Instructor will click the green Evaluate/Score Work button and see a split screen. On the left-hand side, the FI you will see the form that the student completed and submitted to FI for evaluation. On the right, you will see the evaluation form that the FI will need to complete.

4. Once your Field Instructor has completed and released this evaluation to you, you may review his/her ratings and comments by visiting the Scores/results tab within your DRF program.
Navigating Your DRF Program(s)- Final Signatures

After reviewing the ratings and/or comments that your Field Instructor has provided you, you will return to the Work tab and complete the same form, which exists in the 'Adv Final Sig Page – Stud & FL' requirement.

When you have completed the form, click Save and Return. This form will be submitted directly to your Faculty Liaison. As such, be sure to click the Submit Work button to successfully submit the form to your Faculty Liaison.
Surveys

Your Student Evaluation of Agency/Field Instructor will be sent to you via an email link. Please complete the survey and submit it.